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October 4, 2024

DIVISION MEMORANDUM
No. 493 s. 2024

**ORIENTATION-WORKSHOP FOR NEWLY APPOINTED ADMINISTRATIVE OFFICERS II
AND PERSONNEL SECTION STAFF**

TO: Assistant Schools Division Superintendent
CID & SGOD Chief and Personnel
OSDS Unit Heads and Personnel
Elementary & Secondary School Heads
All Others Concerned

1. To equip the newly appointed Administrative Officers II and Personnel Section Staff with the necessary tools and technical skills in the performance of their duties and responsibilities, the DepEd Schools Division Office of Catanduanes will conduct an Orientation for Newly Appointed Administrative Officers II at the Schools Division Office Terrace on October 14-16, 2024, 8AM to 5PM.
2. The list of participants, resource persons and orientation-workshop matrix are attached to this memorandum.
5. For information, guidance and compliance.

CECILE C. FERRO CESO VI
Asst. Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

Enclosure to Division Memorandum No. 493 s. 2024

LIST OF PARTICIPANTS

ADMINISTRATIVE OFFICER II	SCHOOL/DISTRICT
1. SHENE U. TABO	Hinipaan & Mavil Elementary Schools/Bagamanoc North District
2. RICHELLE A. AGAPEN	Guinsaanan & Puraran Elementary Schools/Baras North District
3. JESSICA T. CONDENO	Libjo & Mintay Elementary Schools/Bato East District
4. JERALD A. SUALIBIO	Buenavista & Camburo Elementary Schools/Caramoran North District
5. MARICRIS T. SARMIENTO	Tubli & Panique Elementary Schools/Caramoran North District
6. NAOEMI SHARMAINE M. ARCEGA	Caramoran CES & Dariao Elementary Schools/Caramoran North District
7. JULIE ANN B. GONZALES	Mabini & San Jose Elementary Schools/Caramoran North District
8. CHRISTIAN V. BELCHEZ	Bocon & Maui Elementary Schools/Caramoran South District
9. LANIE B. MENDOZA	San Pedro & Biong Elementary Schools/Gigmoto District
10. MARYGRACE P. VILLARINO	Lourdes Elementary School/Pandan East District
11. ERNEST JOHN T. SONER	Marambong & Tabugoc Central Elementary Schools/Pandan East District
12. EUGENE JIMI PATRICK V. VALEZA	Oga & Cobo Elementary Schools/Pandan West District
13. LEGIE M. PADILLA	Tariwara & Bagawang Elementary Schools/Pandan West District
14. EMELDA S. SONEJA	Cagdarao & Tibo Elementary Schools/Panganiban District
15. APRIL P. SAMUDIO	Mabini Elementary School/Panganiban District
16. JANICE S. GIANAN	Alinawan Elementary School/Panganiban District
17. ALEXA MAY B. ABUNDO	Batong Paloway & Comagaycay Elementary Schools/San Andres East District
18. ROSELYN F. BERNARDINO	Hilawan & Barihay Elementary Schools/San Andres West District
19. JONNEL A. SARMIENTO	Manambrag & Cabungahan Elementary Schools/San Andres West District
20. KRISTINA L. VIVO	Codon & JMA Asgad Elementary Schools/San Andres West District
21. ROSELLE T. BARTOLOME	JMA Tucao & Tobrehon Elementary Schools/San Miguel North District
22. REGINE P. OGENA	Begonia & Tambongon Central Elementary Schools/Viga East District
23. NANET S. SARMIENTO	Almojuela & San Jose Elementary Schools/Viga West District
24. LYN ANTONETH C. TEDERA	Pagsangahan Integrated School
25. VIRGILIO J. MOLINA, JR.	OSDS-Personnel Section
26. MELODY R. TALLER	OSDS-Personnel Section



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ORIENTATION-WORKSHOP MATRIX**DAY 1 - OCTOBER 14, 2024**

Time	Activity	Person Responsible
8:00-9:00	Registration & Preliminaries	PMT
9:01-9:50	Opening Remarks	EVA S. TOLENTINO Administrative Officer V
	Message	CECILE C. FERRO CESO VI Asst. Schools Division Superintendent OIC - Office of the Schools Division Superintendent
9:51-11:10	Overview of the Duties and Functions of Administrative Officer II	MARICHELLE B. LLAVE Administrative Officer IV
11:11-11:30	Leave Laws	
11:31-12:00	Compensatory Time-Off	
Lunch Break		
1:00-1:30	Filling out of Leave Forms (CS Form 6, Allocation and CTO Form)	CHRISTINE LOUISE S. DE LEON Administrative Officer II
1:31-2:30	Updating of Service Record	MA. CARISSA M. GUERRERO Administrative Officer II
2:31-5:00	Processing of Form 7 Return to Duty Authority to Deduct/Stoppage Change of Name/Status	JANNETTE S. MARQUEZ Administrative Officer II

DAY 2 - OCTOBER 15, 2024

Time	Activity	Person Responsible
8:00-12:00	COMPENSATION & BENEFITS (Computation and Processing)	ROMA ANGELEE A. SOLEYBAR Administrative Officer II
	Step Increment Salary Adjustment Loyalty Pay Special Hardship Allowance Maternity Benefits Proportional Vacation Pay	
Lunch Break		
1:00-2:00	Retirement and Terminal Leave	NIMFA R. ARCILLA Administrative Assistant III
2:01-3:00	Property Custodianship and Supply Management	CRISTINA T. BARRAMEDA Administrative Officer IV
3:01-4:30	Financial Management	ANGELO JAMES O. AGUINALDE Accountant III
4:31-5:00	Process of Application for Travel Abroad	MARY JOANNE I. AQUINO Administrative Aide I

DAY 3 – OCTOBER 16, 2024

Time	Activity	Person Responsible
8:00-9:00	Filling out of SALN	JADE T. CONCEPCION Administrative Aide VI
9:01-11:00	Strategic Planning (Preparation of SIP, WFP, & Activity Proposal, BEIS, School Form 7)	REY C. BONAYON Planning Officer III
11:01-12:00	Monitoring & Evaluation Data Management & Analysis	ACHILLES V. ALBERTO I Education Program Specialist II
Lunch Break		
1:00-2:00	Division Memorandum No. 404 s. 2024	MARICHELE B. LLAVE Administrative Officer IV
2:01-4:00	Division Memorandum No. 409, s 2024	NORLITO JR. P. AGUNDAY Attorney III
4:01-5:00	Closing Program	
	Impression	
	Way Forward	EVA S. TOLENTINO Administrative Officer V